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11-77-510-3

Approved For Release 1999/08/27 : CIA-RDP78-04691A000100110007-3

Office Memorandum • UNITED STATES GOVERNMENT ³³⁶⁵

TO : Executive

DATE: 31 October 1950

FROM : Management Officer

SUBJECT: T/O Revision, Office of Collection and Dissemination.

1. This revision of the T/O for the Office of Collection and Dissemination involves three requests, one initiated by the Executive Assistant Director for Collection and Dissemination (Vital Documents Director position) and two by the Chief, Personnel Division, Administrative Staff (minor changes). These requests have been concurred in respectively by: (a) the Chief of Classification, Personnel Division, Administrative Staff, and (b) the Executive Assistant Director for Collection and Dissemination.

2. The revision involves the following changes:

a. The establishment of the position of Director of the CIA Repository of Vital Documents at GS-12, with title of Intelligence Officer, thereby increasing the T/O by one position. This increase was concurred in verbally by the Executive on 25 October 1950. (Operations Staff)

b. (Library Division)

Delete: 2 File Clerk GS-4
1 File Clerk GS-3
3 Library Asst. GS-2
3 Clerk-typist GS-3

Add: 2 Library Asst. GS-4
4 Library Asst. GS-3
1 Library Asst. GS-4
2 Library Asst. GS-3

c. (Graphics Division)

Delete: 2 Motion Picture Projectionist GS-4
1 Clerk-typist GS-3

Add: 2 Motion Picture Projectionist GS-5
1 Clerk (Typing) GS-4

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d. (Liaison Division)

Delete: 3 Intelligence Officer GS-7

Add: 3 Information Control Assistant GS-7

3. This T/O is increased by one position to [REDACTED]

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4. Management Staff recommends approval.

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APPROVED:

~~DISAPPROVED:~~

Budget Officer

2 Nov. 1950

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APPROVED:

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acting

Executive

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